

12 July 1961

TO : Chief, CI/ [ ]  
 FROM : Chief, CI/ [ ]

SUBJECT: Recommendations for Preparation for Move to New Building; Disposal of Excess Classified and Unclassified Materials and Proposal for Utilization of New Vaulted Area

Attached is a memorandum setting forth in considerable detail problems and considerations with regard to safes, files, overt reference materials, and the like, in preparation for our forthcoming move to the New Building. In brief, we have currently a total of 54 safes, of which only 34 may be moved, and 13 bookcases, of which only 8 may be moved. We hold a total of 531 cubic feet of classified materials (139 in the vault room and 392 in safes) and 258 cubic feet of overt materials in bookcases, cabinets, and on tables. The maximum amount of materials for which there will be no safe or bookcase storage facilities in the New Building is 418 cubic feet. These must, of course, go into the new vaulted area, unless they are completely done away with through retirement to Records Center, destruction, or other disposal. In order to accommodate these materials, to plan for future expansion of files, to provide overnight storage for our personnel, to allow for storage and working space for files recalled from Records Center, to provide adequate storage for other CI components (currently we hold in our vault room some 75 or more cubic feet of materials belonging, for the most part to R&A, SIG, OPS, etc.), etc., I propose the acquisition of approved metal shelving, at a cost of \$1975.45. This shelving, together with 23 five-drawer cabinets we already possess and which will be moved into the new vaulted area, will provide for 728 cubic feet of filing space. Your approval to this proposal and other recommendations submitted in the attached is requested. CI/Support has already indicated to me that the financial needs for this equipment are within the budget. I am having a final meeting on this matter with [ ] (CI Support), Mr. [ ] (Records Management Staff) early next week principally for the purpose of reviewing my plan for the location of this equipment in the new vault room.

Original and attachments - Addressee

1 cc with photocopies of attachments - Chief, CI/Support  
 1 cc " - Chief, CI/[ ]

Attachments: Layout of equipment in new vaulted area  
 Pictures of metal shelving and mail truck